

St. Elizabeth's R.C. Primary School

Minutes of the Meeting of the Full Governing Board held in the School

On Thursday 11th February 2016 at 6.00 p.m.

Present: Mr A Mason (Chair), Mrs M Walsh (Headteacher), Mrs L Fahy, Mr I Hamilton, Mrs M Hopper, Mrs S Senior, Fr. M. White, Mrs C Higgs, Mrs L Kesseler

In attendance: Mrs S Collof (Deputy Headteacher), Mrs T Vigus (Clerk to the Governors)

The opening prayer and reflection was led by Mr I Hamilton

1. Apologies

Resolved - that apologies for absence be received and accepted from Mr D Gallagher, Mr A Bentley, Mrs J McSweeney and Mr J Hutton.

2. Governing Body Matters

a) Membership

Resolved - Currently a vacancy for one foundation governor.

b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) Code of Conduct

Governors present signed the master copy of the Code of Conduct.

ACTION: Governors not present, please sign master copy in school office.

Resolved - That all governors agree to follow the Code of Conduct.

d) Declaration of Interest – Business and Pecuniary

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

3. Minutes of the Previous Meeting

Resolved - that the Minutes of the full governing body meeting held on 1st December 2015 be approved and that the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

4. **Matters Arising from the Previous Meeting**

NGA membership Governors were not receiving emails from NGA.

ACTION: Jenny Atkins to check email addresses and follow up with NGA.

Resolved: All other matters appear on the Agenda.

5. **Reports**

a) **Chair's and Vice-Chair's Actions**

The Chair reported that he had signed the R.C. Primary School Partnership agreement on behalf of the FGB.

b) **Committees**

School Performance Committee

The minutes of the meeting which took place on 15th January 2016 had been circulated.

It was noted that

- December pupil data had been monitored in depth by governors and senior leaders.
- Appropriate actions had been identified and will be reviewed at the end of spring term.
- Governors expressed their thanks to school leaders and staff.

Resolved: The report was accepted with thanks.

Finance, Buildings and Health and Safety Committee

The minutes of the meeting which took place on 25th January 2016 had been circulated.

It was noted that

- Formula Capital grant needs to be committed by end of February. Quotes have been received for the removal of the water tower.
- The water boiler has broken down and a replacement is needed.

A Governor asked if LCVAP bids had been placed.

The Head said she would follow this up.

- Website development – in progress
- Staffing – new TA appointments have been made and a supply teacher has been appointed to cover Long term staff absence.

- Service Level agreements – these are being prepared
- Buildings – Paul Dawson had visited school and identified work needed on car park, radiator replacement and lighting.
- Playground space is currently limited and minor accidents happen due to the space available. *Governors are looking into converting some of the grass area into hard standing surfaces and are seeking advice.*

Governors asked if surfaces such as Astro-turf could possibly be an alternative as they be suitable for funding from Sports associations.

ACTION: To investigate the possibility of extending playground areas.

- H+S Audit plan outcome shared – Actions in hand.

Resolved: The report was accepted with thanks.

Safeguarding and Curriculum Committee

The minutes of the meeting which took place on 26th January 2016 had been circulated.

It was noted that

- Rights Respecting ambassadors (pupils) had met the governors.
- Rights Respecting award – working towards Level 2 accreditation
- English – Entrust advisor has worked with LK – good progress to date.
- Safeguarding – Governor monitoring takes place regularly and training updates have been booked.
- Behaviour and Discipline policy revised.

The Clerk informed governors of additional information on p6 GIP – School Behaviour + Discipline – which they will use to amend their policy if necessary.

- Extra curriculum – a wide range of activities are available to pupils.

Resolved: The report was accepted with thanks

c) **Nominated / Link Governors**

RE Governor - It was noted that

- RE Action Plan had been reviewed
- Progress was pleasing
- Parental attendance at liturgy showed improvement
- Leadership was effective with additional in school support from LK

- Changes to RE Inspections were noted

Governors suggested the displays in communal areas be improved to reflect the Catholic ethos and mission.

Visit due from Adam Hardy – Director of DSC in March.

Resolved: Mrs Fahy was thanked for her report.

SEND Governor - It was noted that

- 26 pupils are on the current SEND register
- 1 pupil has an EHC Plan
- 2 pupils are working with the Educational Psychologist.
- SEND advisor is supporting school periodically
- Website information – working on this for new website
- FFT data and resources looked at
- Staff training has been booked.

Resolved: Mrs Hopper was thanked for her report.

Music Governor - It was noted that

- 45 pupils had taken part in Young Voices Concert
- Arrangements would be made for a concert for parents later in the year
- Music in school liturgy is good

Resolved: Mrs Hopper was thanked for her report

6. Headteacher's Report

The Headteacher's report had been circulated and covered:

- Catholic Life of School
- Staffing
- Attendance
- Teaching and Learning
- School development
- SEN report
- Behaviour Safety and Welfare

- Sport report
- School activities.

Catholic Life of School

- The Head explained how the “Virtues Teams” are working with school leaders and their peers.
- Pupils have written a School Prayer which will form part of new display areas
- Sacramental dates have been set.
- Fundraising projects will continue to support Chintowa and other Lenten charities.

Staffing

- TA appointments have been made
- Temporary supply teacher appointed to cover Long Term sick leave
- Staff CPD – a range of courses and training events have been completed during autumn term.
- Commissioned support is having an impact and progress is positive

Attendance

- Attendance is in line with previous data
- The concern regarding PP attendance has been followed up – and appropriate support is in place.

Teaching and Learning Analysis

- This had been reviewed by the School performance Committee (see item 5)
- The Head confirmed that attainment and progress are monitored frequently in school and gaps / groups not making expected progress are followed up rigorously with appropriate intervention programmes and support.
- *Intervention programmes and support had been monitored by Mrs Senior (Governor)*

Self-evaluation

- The Head confirmed that the following judgements had been made using the Ofsted level descriptors (Sept 15)
- Effectiveness of Leadership and Management – GOOD
- Quality of Teaching, Learning and Assessment – REQUIRES IMPROVEMENT / GOOD – Progress has been made, the majority of practice is GOOD, however there are still some areas of inconsistency.
- Personal Development, Behaviour and Welfare – GOOD

- Outcomes for children and learners – REQUIRES IMPROVEMENT –(progress evident across school, but needs to be sustained to achieve good)

School Development

- Primary Focus area – Teaching and Learning to improve outcomes for pupils
- Entrust support – positive but impact to be monitored across school
- Catholic school partnership – moderation of English
- Website – in progress of redevelopment

SEN

- School continues to provide support and access to other services
- SENSS partnership continues
- Educational Psychologist – school is looking at buying in additional services from other providers to increase support
- The Head was reviewing the effectiveness of out of school provision for the very few pupils with challenging behavioural needs. Alternative off site provision did reduce levels of conflict within school, however the needs of these pupils within the school environment remained considerable. The Head noted that the welfare of other pupils was enhanced by offsite provision.
- Racist and Bullying data was presented

Sports and extra Curriculum

- Pupils have had the opportunity to partake in a range of Physical activities.
- Sports coach assessments indicate that pupil awareness of keeping fit is being monitored.

Other areas

- LA review due in March 2016 will include members of the School Performance Committee
ACTION: Additional governor required – please inform Chair of availability.
- Friends of St Elizabeth's – continue to support school well and thanks was expressed to them.

Resolved: That the report be received with thanks.

7. Governor Self Evaluation

Governors were asked to RAG rate their leadership skills against the Ofsted Common Inspection Framework by completing the Ofsted Ready Checklist for Governors as referred to in the Entrust Governor Information Pack on Appendix 3 (Page 35-41).

Resolved: Information was noted by the Governors.

8. Safeguarding Including Prevent Guidance

Governors were advised to ensure that they include and adhere to the revised guidance when carrying out statutory duties as referred to on Page 4 of the Entrust Governor Information Pack.

Governors noted that they had not signed a master copy of Keeping Children Safe in School (July 2015)

ACTION: JA to email copy to governors. Master copy to be signed and retained in Safeguarding file in school office.

Governors confirmed that training is up to date and Safeguarding is monitored regularly by Mrs Hopper

Governors asked for a link for online PREVENT training.

ACTION: Clerk to send link to school for distribution

Governors identified the need to collate a case study that demonstrated all the checks and processes undertaken to secure Safe Recruitment.

Governors asked if a risk assessment had been completed for PREVENT.

The Head reported that it is encompassed in the generic risk assessments used for safeguarding and staff awareness is good.

Governors asked if school had considered "Lock down procedures"/ emergency evacuation of site.

The Head confirmed that emergency evacuation was covered in the Business Continuity plan and Lark Hall School was the appropriate venue. Staff will consider in school "lock down" measures and come back to the governors.

Resolved: Governors are confident that school practice is in accordance with current policy and guidance.

9. Policies and Procedures:

Governors were advised to approve any new policies or any other policies due for review.

ACTION: Clerk to send list of statutory policies.

Governors to review the calendar for the review of statutory policies.

Resolved: No new policies were accepted at this meeting.

10. HR Aspects:

i) Implementing your school's approach to pay

Governors were advised to note information about revised approaches to pay.

Resolved: Pay Policy was adopted by Governors at a previous meeting.

ii) **Clerks to Governors**

Governors were advised to ensure appropriate arrangements are in place for the performance management of school staff. The Clerk informed governors of changes to SLA services for clerking and advised them to review their needs against Entrust services.

Resolved: Governors noted the information.

11. Assessment and the National Curriculum

i) **RAISE online and the NEW Inspection Dashboard**

Resolved: Governors confirmed they had received this information.

ii) **National Curriculum updates**

Governors were asked to note the updated information about the National Curriculum

Resolved: Governors noted the information.

12. Other Information Items

It was noted that information on the following items is included in the Governor Information Pack.

- (a) Questions for Governors – Wellcome Trust Resource
- (b) PE and Sport
- (c) Interim teacher assessment framework
- (d) Final report of the Commission on Assessment without Levels
- (e) Sample assessment policy
- (f) Ofsted Report KS3 The Wasted years
- (g) Ofsted Latest News of the new inspection framework
- (h) Ofsted School Inspection Update Newsletter
- (i) Update on Spiritual, Moral, Social and Cultural aspects
- (j) The Future

Governors noted the revised form for Register of Business Interests.

ACTION : New format to be used from September 2016

Appendix 4: SMSC information

Governors discussed the importance of multi faith education and asked what aspects of other faiths are taught to pupils.

The Head and staff reported that all pupils learn about the major religions and participate in visits and in school activities. In school workshops had enabled cross curricular development.

Governors asked about parental support.

The staff reported that there had been some concerns in the past however through partnership work with Sacred Heart Primary, Aston, opportunities had been developed for visits to multi faith places of worship.

Governors asked if pupils also visited other Christian churches in Tamworth.

Staff reported that pupils have been on visits and had supported joint school events throughout the town.

Governors asked if developing Parish links would be a way to increase parental understanding and tolerance of other faiths.

Fr White said that this was an area to be considered.

Resolved: That the additional information provided in the Governor Information Pack be received and noted.

13. Financial Updates

Governors were reminded that **maintained schools** need to sign off their schools financial value standard (SFVS) by the end of March 2016.

Resolved: Governors authorised the Chair to sign off SFVS when complete.

14. Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting. Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

Resolved: That no items were identified as requiring to be recorded in a confidential appendix to the minutes.

15. Dates and Times of Future Meetings

Resolved: that the full governing board will take place as follows:

Tuesday 19th April 2016 at 6.00pm

That Committee meetings for 2016 will take place as follows:

- Finance, Buildings, Health and Safety : Tuesday 22nd March at 5.00pm
- Curriculum + Safeguarding: Thursday 7th April at 2.00pm
- LA Review Meeting on Wednesday 16th March

Chair

Date

Actions required before next FGB meeting.

Page / Item	Action	Who	When	Feedback to FGB
p1 / 2c	Sign Code of Conduct	DG AB JMc JH	asap	
	Ensure business interest form has been signed	JA to follow up missing govts. please.	asap	
p2/4	Follow up email contacts with NGA and check that Govts are receiving information.	JA	asap	
p2/5b	Investigate LCVAP bids for premises work	MW Committee		Information to FBHS Committee when available.
	Investigate possibility of playground extension	MW		
p6	LA review on 16 th March. Inform Chair / Head if available	Govts	asap	
p7 /8	Send email copy of Keeping Ch. Safe in Education (July 15)	JA to all Govts		
	Govts to sign master copy to be kept in safeguarding file.	MH to check	asap	To minute
p8 /9	List of statutory policies	Clerk	asap	Govts to use to plan policy reviews